

CHARTER TOWNSHIP OF DELTA
Public Meeting Room A
Delta Township Administration Building
7710 West Saginaw Highway
Lansing MI 48917

**TOWNSHIP BOARD REGULAR MEETING MINUTES FOR
MONDAY, OCTOBER 15, 2012**

I. CALL TO ORDER

Supervisor Ken Fletcher called the meeting to order at 6:00 p.m.

II. OPENING CEREMONIES – Pledge of Allegiance

III. ROLL CALL

Members Present: Supervisor Ken Fletcher, Clerk Mary Clark, Treasurer Howard Pizzo, and Trustees Cara Dobie, Barb Poma, Jeff Hicks, and Jan Cunningham

Members Absent:

Others Present: Community Development Director Mark Graham, Finance Director Jeff Anderson, Parks & Recreation Director Marcus Kirkpatrick, Utilities Director Tom Morrissey, Lt. Jeff Campbell, Township Engineer Gary Arnold, Township Manager Richard Watkins, and Deputy Manager Jenny Roberts

IV. PRESENTATIONS AND PROCLAMATIONS

1. Retirement

Detective Kevin Herald, Served Delta Township over 20 years

Supervisor Fletcher stated that Detective Kevin Herald had been with the Sheriff's Department since 1987 and had served on the Delta Patrol since 1992. Supervisor Fletcher thanked Detective Herald for his service to the Township and commended him for his service. The Board wished Detective Herald well on his retirement.

Detective Herald said he had worked in the Delta branch all but five of the years that he had been with the Sheriff's Department and that it was a great place to work. Detective Herald appreciated the relationship between the Township and the Sheriff's Department.

Resolution - Detective Kevin Hearld

WHEREAS, *Detective Kevin Hearld has served the Eaton County Sheriff's Department since August 16, 1987 and the citizens of Delta Township since January 10, 1992; and*

WHEREAS, *Detective Kevin Hearld served on the Eaton County Road Patrol from August, 1987 through January, 1992, the Delta Road Patrol from January 1992 through January, 1998, and the Delta Patrol Detective Bureau from February, 1998 until retirement; and*

WHEREAS, *Detective Kevin Hearld was cited for bravery in the capture of an armed robbery suspect; received two Meritorious Service Awards for work on a robbery, kidnapping, and sexual assault case and providing medical aid to a motorist; received two Professional Excellence awards for work performed during two separate homicide investigations; and six letters of commendation or appreciation; and*

WHEREAS, *Detective Kevin Hearld retired on September 28, 2012 after more than twenty-five years of service to the citizens of Eaton County and Delta Township.*

NOW, THEREFORE, *be it resolved that the Delta Township Board of the Charter Township of Delta is indeed appreciative of Detective Kevin Hearld and wishes to recognize his outstanding contributions and community service to the residents of Delta Township.*

V. SET/ADJUST AGENDA

TRUSTEE CUNNINGHAM MOVED THAT THE AGENDA BE APPROVED AS PRESENTED.

TRUSTEE POMA SUPPORTED THE MOTION. MOTION PASSED 7-0.

VI. PUBLIC HEARINGS

2. 2013 Budget a. Public Hearing

Supervisor Fletcher stated that the proposed budget included the following:

\$15,427,749 for the General Fund Budget
\$1,454,250 for the Paramedic Fund Budget

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\$13,000 for the Economic Development Corp. Fund
\$395,875 for the Debt Service Fund
\$4,200,250 for the Sewer Enterprise Fund
\$5,743,249 for the Water Enterprise Fund

Supervisor Fletcher asked if there was anyone in the audience who would like to speak on the budget.

There was no one.

TRUSTEE CUNNINGHAM MOVED THAT THE PUBLIC HEARING BE CLOSED.

TRUSTEE POMA SUPPORTED THE MOTION. MOTION PASSED 7-0.

b. Township Resolution

TRUSTEE POMA MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA ADOPT THE BUDGETS FOR 2013 BY APPROPRIATING FUNDS AS FOLLOWS:

\$15,427,749 for the General Fund Budget
\$1,454,250 for the Paramedic Fund Budget
\$13,000 for the Economic Development Corp. Fund
\$395,875 for the Debt Service Fund
\$4,200,250 for the Sewer Enterprise Fund
\$5,743,249 for the Water Enterprise Fund

ESTIMATES REVENUES TO SUPPORT THE APPROPRIATIONS ABOVE ARE:

\$15,498,563 for the General Fund
\$1,270,741 for the paramedic Fund
\$1,200 for the economic Development Corporation Fund
\$395,875 for the Debt Service Fund
\$4,114,300 for the Sewer Fund, and
\$5,410,500 for the Water Fund

TREASURER PIZZO SUPPORTED THE MOTION.

Treasurer Pizzo stated that the 2013 Budget was a slight increase from last year's budget. He said since 2008, the Board had reduced the budget by 11%. Mr. Pizzo noted that investment income alone had been reduced by \$78,000 in that period of time and that tax revenue declined by 20%, while

still maintaining police, fire, and ambulance services at the same level. Mr. Pizzo felt this was a very good budget.

MOTION PASSED 7-0.

3. 2012-2017 Parks and Recreation Master Plan
a. Public Hearing

Supervisor Fletcher asked if there was anyone in the audience who would like to speak on the master plan.

There was no one.

TRUSTEE HICKS MOVED THAT THE PUBLIC HEARING BE CLOSED.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 7-0.

b. Township Resolution

TRUSTEE DOBIE MOVED THE FOLLOWING:

WHEREAS, THE DELTA TOWNSHIP PARKS, RECREATION, AND CEMETERIES COMMISSION HAS UNDERTAKEN A FIVE YEAR PARKS AND RECREATION MASTER PLAN WHICH DESCRIBES THE PHYSICAL FEATURES, EXISTING RECREATION FACILITIES AND THE DESIRED ACTIONS TO BE TAKEN TO IMPROVE AND MAINTAIN RECREATION FACILITIES DURING THE PERIOD BETWEEN 2012 AND 2017, AND

WHEREAS, PUBLIC COMMENT SESSIONS WERE HELD IN OCTOBER AND DECEMBER OF 2011 AT THE DELTA TOWNSHIP ADMINISTRATION BUILDING TO PROVIDE AN OPPORTUNITY FOR CITIZENS TO EXPRESS OPINIONS, ASK QUESTIONS, AND DISCUSS ALL ASPECTS OF THE PLAN, AND FURTHER, THE PLAN HAS BEEN AVAILABLE FOR VIEWING AND COMMENT ON THE TOWNSHIP WEBSITE AND AT THE PARKS AND RECREATION OFFICE SINCE SEPTEMBER 4, 2012, AND

WHEREAS, THE DELTA TOWNSHIPS PARKS, RECREATION, AND CEMETERIES COMMISSION HAS DEVELOPED THE PLAN FOR THE BENEFIT OF THE ENTIRE COMMUNITY AND ADOPTED THE PLAN AS A DOCUMENT TO ASSIST IN MEETING THE RECREATION NEEDS OF THE COMMUNITY AND FORWARDED IT TO THE TOWNSHIP BOARD FOR THEIR CONSIDERATION, AND

NOW, THEREFORE BE IT RESOLVED THAT THE DELTA TOWNSHIP BOARD HEREBY ADOPTS THE DELTA TOWNSHIP PARKS AND RECREATION MASTER PLAN AS A GUIDELINE FOR IMPROVING RECREATION FOR THE RESIDENTS OF DELTA TOWNSHIP.

Treasurer Pizzo felt the goals and objectives within the plan were excellent. He felt encouraging public involvement was the way to go in the future, as well as provide an opportunity for the Township to develop and maintain partnerships with neighboring communities. He felt this was going to be the basis for protecting the level of financial security of the Township Parks & Recreation Department.

Trustee Poma agreed with Treasurer Pizzo that partnering with other groups in the community can help Delta maintain its parks.

TRUSTEE HICKS SUPPORTED THE MOTION. MOTION PASSED 7-0.

VII. COMMUNICATIONS

4. EATRAN

- a. September 12, 2012 Board Meeting Minutes

VIII. PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA

Larry Jones, Malta Circle, addressed the Board about a parking problem that existed on his cul-de-sac. Mr. Jones noted that he had lived at his residence since 2004 and that the parking problem began in 2010 when a family purchased the home next to him. He noted that the family had claimed that they were holding bible studies and prayer meetings, but on any given day, there could be 5 to 12 cars parked along the street which created a traffic problem. Mr. Jones provided the Board with pictures of parked cars taking up the entire cul-de-sac and times during the day when this had occurred. He noted that there had been nine instances where there had been cars parked along the cul-de-sac between 4 a.m. and 6 a.m. Mr. Jones indicated that he had visited the Planning Department and was informed that the Township didn't have any ordinances that prevented his neighbors from holding gatherings at their home other than a "No Parking" ban on Township streets between 2 a.m. and 6 a.m. He noted that vehicles blocking his mailbox had prevented his mail from being delivered and that the bus driver from Dean Transportation who transported his handicapped daughter to and from home had complained that they had a hard time accessing his house. Mr. Jones stated that this was an on-going problem that he didn't know what to do about.

Supervisor Fletcher asked if the Sheriff's Department had found any violations that could possibly help with enforcing the problem.

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Lt. Campbell indicated that on sporadic site visits, there had been no violations.

Supervisor Fletcher asked if staff could speak to the property owners to inform them of problems and concerns that had been raised this evening and to see if there was something they could do to be more neighborly. He questioned if Mr. Jones had talked to his neighbor.

Mr. Jones said it was very hard to talk to them because they wouldn't answer their door, but he had spoken to his neighbor a couple of times and was told that it was a public street and that they could do what they wanted. Mr. Jones reiterated the fact that his neighbors were using the cul-de-sac as their own personal parking lot and that it was disrupting a nice quiet neighborhood.

Supervisor Fletcher said the Township would speak with Mr. Jones' neighbors and make them aware that concerns had been raised about cars parking on both sides of the street.

Mr. Watkins asked Mr. Jones to contact the Manager's Office so that he could meet with Mr. Jones on this matter.

Don Siedel, 4805 Malta Circle, said that he had lived at his residence since 1984 and that the parking was a problem. He would get up at 5 a.m. to run and there would be four to five cars parked along the street and when he returned home from his run at 6 a.m., the cars would be leaving or would be gone. Mr. Siedel said as Mr. Jones had stated, there were seven homes along the cul-de-sac and out of those seven homes, four of the residences were present this evening which was an indication that Mr. Jones was not the only resident that had a problem with the parking.

Trustee Poma questioned if cars had parked over the sidewalk.

Mr. Siedel said the cars were parked inside of the cul-de-sac facing the wrong way.

Leslie Murray, 4806 Malta Circle, expressed concerns with the disruptions that occurred with slamming car doors and headlights shining into her windows late at night that woke her young children up. Ms. Murray noted that she had talked to the property owners about this and that she was afraid to allow her children to ride their bikes in the cul-de-sac due to speeding cars. She was concerned with cars parked on both sides of the street and limited accessibility for emergency vehicles, as well as unlicensed vehicles and expired license plates on vehicles parked in the cul-de-sac. Ms. Murray noted that when four or five cars were parked in the driveway, the vehicles blocked the sidewalk.

IX. INTRODUCTION OF ORDINANCES - None

X. PASSAGE OF ORDINANCES - None

XI. CONSENT AGENDA

TREASURER PIZZO MOVED THAT THE CONSENT AGENDA BE APPROVED AS PRESENTED.

TRUSTEE DOBIE SUPPORTED THE MOTION.

ROLL CALL:

AYES: TREASURER PIZZO, TRUSTEE DOBIE, CLERK CLARK,
TRUSTEE POMA, TRUSTEE HICKS, TRUSTEE
CUNNINGHAM, AND SUPERVISOR FLETCHER

NAYS:

ABSENT:

MOTION PASSED 7 TO 0.

5. Bills & Financial Transactions - \$1,375,196.19

TREASURER PIZZO MOVED THAT THE BILLS & FINANCIAL TRANSACTIONS BE APPROVED IN THE AMOUNT OF \$1,375,196.19.

Bond/Debt Payments	\$477,342.71
Investments	\$
Payroll & Related	\$325,597.50
Refunds	\$ 1,048.10
Tax Distributions	\$
Vendor Claims	\$ 571,207.88

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

6. Minutes – October 1, 2012 Regular Board Meeting Minutes

TREASURER PIZZO MOVED THAT THE OCTOBER 1, 2012 REGULAR BOARD MEETING MINUTES BE APPROVED AS PRESENTED.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

7. Appointment of Deputy Zoning Administrator – The Community Development Department recommends the Township Board appoint Chris Gruba as Deputy Zoning Administrator.

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPOINT DELTA TOWNSHIP'S PLANNER CHRIS GRUBA AS A DEPUTY ZONING ADMINISTRATOR. FURTHER, THE TOWNSHIP CLERK IS HEREBY AUTHORIZED TO SWEAR IN MR. GRUBA.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

8. **Payment of Vouchers** – The Finance Director recommends that the Township Board give the Township Manager the authority to release payment of vendor invoices, which would have normally been presented for payment at the November 5, 2012 meeting.

TREASURER PIZZO MOVED THAT THE TOWNSHIP BOARD GIVE THE TOWNSHIP MANAGER THE AUTHORITY TO RELEASE PAYMENT OF VENDOR INVOICES, WHICH HAVE BEEN APPROVED BY THE TOWNSHIP CLERK AND FINANCE DIRECTOR, AND WHICH WOULD HAVE NORMALLY BEEN PRESENTED FOR PAYMENT AT THE NOVEMBER 5, 2012 MEETING, AND FURTHER, THESE SAME VOUCHERS WOULD BE PRESENTED FOR TOWNSHIP BOARD APPROVAL AT THE REGULAR BOARD MEETING SCHEDULED FOR NOVEMBER 19, 2012.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

XII. ITEMS REMOVED FROM CONSENT AGENDA FOR DISCUSSION – None

XIII. ITEMS ADDED TO AGENDA UNDER SECTION V. SET/ADJUST AGENDA - None

XIV. ITEMS OF BUSINESS

9. **Approval of the Operating and Paramedic/Firefighter 2012 Tax Rates for Form L-4029** – The Assessing Department recommends that the Township Board adopt the specified millage rates to be used on the 2012 Tax Rate Request form L-4029 and to levy said tax rates on the 2012 winter tax roll.

TRUSTEE POMA MOVED THAT THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF DELTA ADOPT THE FOLLOWING MILLAGE RATES TO BE USED ON THE 2012 TAX RATE REQUEST FORM L-4029 AND TO LEVY SAID TAX RATES ON THE 2012 WINTER TAX ROLL:

4.9287 MILLS FOR THE CHARTER TAX LEVY

0.9896 MILLS FOR THE PARAMEDIC/FIREFIGHTER TAX LEVY

BE IT FURTHER RESOLVED THAT THE TOWNSHIP SUPERVISOR AND CLERK ARE AUTHORIZED TO SIGN THE 2012 TAX RATE REQUEST FORM L-4029 TO BE FILED WITH EATON COUNTY CLERK.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

10. **Amendment to Westbrook Estates No. 5 Open Space Agreement** - The Community Development Department recommends that the Township Board amend the Westbrook No. 5 Open Space Agreement.

CLERK CLARK MOVED THAT THE DELTA TOWNSHIP BOARD AMEND THE WESTBROOK NO. 5 OPEN SPACE AGREEMENT, ORIGINALLY APPROVED BY THE BOARD ON FEBRUARY 1, 1988. THE AGREEMENT IS HEREBY AMENDED TO PERMIT THE WESTBROOK NO. 5 HOMEOWNERS ASSOCIATION, BEING 26 SINGLE FAMILY PROPERTY OWNERS, TO DIVEST THEMSELVES OF ANY RESPONSIBILITIES FOR THE OPEN SPACE AREA PARALLEL TO I-496 AND SNOW ROAD. THE TOWNSHIP BOARD IS IN RECEIPT OF RESOLUTIONS FROM THE WESTBROOK NO. 5 HOMEOWNER'S ASSOCIATION AND WESTBROOK CONDOMINIUM ASSOCIATION IN SUPPORT OF THE OPEN SPACE TRANSFER. IN ADDITION, A TWO-THIRDS MAJORITY OF THE HOMEOWNERS HAVE SUPPORTED THE OPEN SPACE TRANSFER AND DEEDS FOR THE SINGLE FAMILY LOTS WHICH RECOGNIZED ACCESS TO THE OPEN SPACE AREA HAVE BEEN AMENDED.

TRUSTEE POMA SUPPORTED THE MOTION. MOTION PASSED 7-0.

11. **Award Engineering Consultant for the 2013 Water Main Replacement Program** - The Community Development Department recommends that the Township Board award the contract for the 2013 Water Main Replacement Program to Fleis & Vandenbrink Inc., in the amount of \$108,900.00.

Township Engineer Gary Arnold said the water main program was located within the Huntington Acres subdivision between Michigan Avenue and St. Joe Highway. Mr. Arnold said proposals were received from three consultants that were analyzed and the recommendation was to hire Fleis & Vandenbrink Inc. He noted that they were the second lowest bidder and that the other two firms didn't address some of the issues the Township wanted done. Mr. Arnold said Fleis & Vandenbrink Inc. primarily worked on the western part of the state with nine offices, seven of which were located in Michigan. He noted that the closest office was located in the City of Portland.

Clerk Clark asked if Fleis & Vandenbrink had previously done work in the Township.

Mr. Arnold said yes.

TRUSTEE POMA MOVED THAT THE TOWNSHIP BOARD AWARD THE CONTRACT FOR THE 2013 WATER REPLACEMENT PROGRAM TO FLEIS

& VANDENBRINK, INC. IN THE AMOUNT OF \$108,900.00, FOR PROFESSIONAL ENGINEERING DESIGN, BIDDING AND CONSTRUCTION SERVICES.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

12. **Final Consideration of Nierescher Special Land Use Permit Request** - The Community Development Department recommends that the Township Board approve the request for a Special Land Use Permit for an aromatherapy home occupation on the property described in Case No. 7-12-13.

TREASURER PIZZO MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE REQUEST FOR A SPECIAL LAND USE PERMIT FOR AN AROMATHERAPY HOME OCCUPATION ON THE PROPERTY DESCRIBED IN CASE NO. 7-12-13 FOR THE FOLLOWING REASONS:

1. THE REQUEST IS CONSISTENT WITH THE LAND USE RECOMMENDATIONS OF THE DELTA TOWNSHIP COMPREHENSIVE PLAN AND THE INTENT OF THE ZONING ORDINANCE FOR THE AREA OF THE TOWNSHIP IN WHICH IT IS LOCATED.
2. PUBLIC UTILITIES AND SERVICES ARE ADEQUATE TO SERVE THE PROPOSED USE ON THE SUBJECT PARCEL.
3. THE PROPOSED USE WILL NOT POSE A SIGNIFICANT THREAT TO THE PUBLIC HEALTH, SAFETY, AND WELFARE BY REASON OF EXCESSIVE PRODUCTION OF TRAFFIC, NOISE, SMOKE, GLARE, OR ODORS.

THE SPECIAL LAND USE PERMIT IS APPROVED SUBJECT TO THE FOLLOWING STIPULATIONS:

1. THE BUSINESS SHALL GENERATE NO MORE THAN TEN (10) TRIPS PER DAY TO THE PROPERTY.
2. THE HOME OCCUPATION MAY NOT OPERATE BEYOND 8:00 P.M. EACH DAY.
3. CONTINUED COMPLIANCE WITH ALL OTHER HOME OCCUPATION REGULATIONS SPECIFIED BY SECTION 18.6.0 D OF THE DELTA TOWNSHIP ZONING ORDINANCE.

4. FAILURE OF THE APPLICANT TO COMPLY WITH ANY OF THE PROVISIONS REQUIRED BY THE DELTA TOWNSHIP ZONING ORDINANCE, OR ANY STIPULATIONS HEREIN REQUIRED BY THE DELTA TOWNSHIP BOARD, SHALL CONSTITUTE GROUNDS FOR TERMINATION OF THIS SPECIAL LAND USE PERMIT BY THE DELTA TOWNSHIP BOARD.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

13. **Centennial Way Properties, LLC (Slucter) Lot Split Request Involving Lot 7 of the Century Commerce Park Subdivision, Case No. LS-12-1** - The Community Development Department recommends that the Township Board approve the lot split described in Case No. LS-12-1.

TRUSTEE POMA MOVED THAT THE DELTA TOWNSHIP BOARD APPROVE THE LOT SPLIT DESCRIBED IN CASE NO. LS-12-1, INVOLVING LOT 7 OF THE CENTURY COMMERCE PARK SUBDIVISION SUBJECT TO THE FOLLOWING STIPULATION:

THE LOT SPLIT SHALL NOT BECOME EFFECTIVE UNTIL ALL OF THE NEW LEGAL DESCRIPTIONS RESULTING FROM THE LOT SPLIT ARE RECORDED WITH THE EATON COUNTY REGISTER OF DEEDS OFFICE IN ORDER TO INSURE THAT THE RESULTANT LOT DIVISIONS BE PROPERLY INCLUDED IN THE TOWNSHIP'S PROPERTY ASSESSMENT RECORDS.

TRUSTEE DOBIE SUPPORTED THE MOTION. MOTION PASSED 7-0.

14. **Approve Public Art Displays and Exhibits Policy** - The Township Manager's Office recommends that the Township approve the Public Art Displays and Exhibits Policy.

Trustee Hicks said he had asked that a definition of inappropriate and incompatible art work be included in the language in order to provide the Township Manager more flexibility to decide what was inappropriate.

CLERK CLARK MOVED THAT THE TOWNSHIP BOARD ADOPT THE PUBLIC ART DISPLAYS & EXHIBITS POLICY.

TRUSTEE CUNNINGHAM SUPPORTED THE MOTION. MOTION PASSED 7-0.

Title: Delta Township Public Art Displays & Exhibits Policy

Adoption Date:

Revision Date:

Internal Policy Effective Date:

General Purpose: To foster community appreciation of art by exhibiting works of quality and artistic expression. There will be special emphasis on exhibiting work of local artists.

Summary Statement of Policy: The public art program enhances the Delta Township Community. Art in public places enriches lives as it creates a more cultural environment. The goals of the public art program are:

- To continue to encourage local artists and galleries in the township.
- To promote the visual arts in Delta Township
- To include works of art representing a broad variety of media, styles, and community interests.
- To provide opportunities for all racial, ethnic, and cultural backgrounds, disabilities and other diverse groups.
- To pursue opportunities to inform the public regarding public art including public participation in all phases of the public art process.

Actual Policy as written: Prior to acceptance of artworks for display, Delta Township will prepare an Exhibit Agreement with the artist, group or entity.

All artwork and/or items on display on any township owned property or right-of-way are the financial responsibility of its artist, curator, or owner. Delta Township will not be held liable for any damage resulting from the transport, handling, or display of any artwork and/or items at the Administration Building or any other physical township-owned location. Neither is Delta Township financially responsible or liable for the theft or loss of any displayed artwork and/or items. Artists, curators, or owners displaying at the Delta Township Administration building will be responsible for insuring their own artwork and/or items.

Any artwork that is the property of the Township or donated to the Township will thus become the property of the Township, and, as such, the Township will be responsible for those items only.

The Township Manager or his designee has the authority to refuse art work that is deemed to be inappropriate or incompatible with the public uses of the Township's property. Inappropriate and incompatible artwork as deemed by the Township Manager (including without limitation), is defined as political art, sexually suggestive art, violent art, nudity, and derogatory art against race, ethnicity, national origin, gender, religion, marital status, sexual orientation or other person or class of people protected under the EEOC.

Pricing will not be displayed on the artwork. Artists may include contact information and an inventory of the artwork including pricing in a book or brochure near the exhibit, if space allows. If art is sold during the exhibit the art will not be removed until after the close of the exhibit or show.

Definition of WORK OF ART: Any work of visual art, including but not limited to, a drawing, painting, mural, fresco, sculpture, mosaic, photograph, work of calligraphy, work of graphic art (including an etching), works in clay, textile, fiber, wood, metal, plastic, glass, and like materials, or mixed media (including a collage, assemblage, or any combination of the foregoing art media). For projects which involve no structures, WORK of ART may include a combination of landscaping and landscape design (including some natural and manufactured materials such as rocks, fountains, reflecting pools, sculpture, screens, benches, and other types of street furniture). Except as provided herein, the term WORK OF ART does not include environmental landscaping or the performing of literary arts such as dance, voice, music, or poetry unless expressed in a manner defined above.

XV. MANAGER'S REPORT - None

XVI. COMMITTEE OF THE WHOLE

15. Clerk's Office Quarterly Report – Mary Clark

Clerk Clark provided the Board with the following report for the period of June 1st thru August 31, 2012:

- The Clerk's Office experienced an increase of 420 registered voters since January, 2012 which was typical during a Presidential election year.
- Cemetery statistics were provided that illustrated the total number of burials, earthen plots sold, and cremains/columbarium plots sold June 1st thru August 31, 2012.
- Board activity was consistent.
- There was a total of 5,348 voter turnout during the August primary out of 24,017 registered voters in the Township. Voter turnout for November would be considerably higher.
- The Clerk's Office, to date, sent out 5,056 absentee ballots for the November election and only 1,300 had been returned as of October 15th.
- The Clerk's Office was now charging a processing fee for passport renewal applications. There was an increase in passport applications in

August and September due to Christmas breaks and that the office would see another spike in applications during January due to spring breaks. The office processed several passport application during the month of April due to students planning oversea trips.

- The Clerk's Office made a change in the Qualified Voter File (QVF) as to how the office issued voter registration cards. In the past, voter ID cards consisted of a separate card that was printed by the Clerk's office, but the office started using the State's postcard form that reduced the cost for voter ID cards by approximately 50%.
- The recodification of the Code of Ordinance was completed and would be available on the Township's website.
- Six vending permits were processed
- The recycling grant application was completed and that the Township received \$25,000 for 2013 recycling efforts.

XVII PUBLIC COMMENTS – None

XVIII ADJOURNMENT

Supervisor Fletcher adjourned the meeting at 6:44 p.m.

CHARTER TOWNSHIP OF DELTA

MARY CLARK, TOWNSHIP CLERK

KENNETH FLETCHER, TOWNSHIP SUPERVISOR